PROCEDURE

Effective Date: June 1, 2012
Approved By: Provost, Vice President for Academic Affairs
See Also: POL-U2105.01 Traveling Outside the United States
FORM-U2105.01A Requesting Exception to Consultation

PRO-U2105.01A REQUESTING EXCEPTION TO CONSULTATION

The University's policy titled POL-U2105.01 TRAVELING OUTSIDE THE UNITED STATES requires in preparation for international travel that Travel Leaders (defined in the policy) and students consult with Director of International Programs & Exchanges (IPE) regarding:

a. Safety, cultural or other information for the specific countries in which the traveler plans to study or visit,

b. Contingency plans for response to an emergency or crisis abroad,

c. University documentation and forms, and

d. General guidelines for safe international travel.

However, Travel Leaders may request an exception to this provision from Director of International Programs and Exchanges for study abroad programs, international internships or independent study abroad programs that already have similar preparation.

Action by: Action:

Travel Leader

1. Evaluates program’s current level of preparation for international travel and consults with Director of International Programs and Exchanges for a preliminary assessment.

2. Completes the Requesting Exception to Consultation Requirement form and attaches supporting documentation.

3. Follows normal departmental and/or college leadership reporting procedures and submits the request form packet to Chair, Director and/or Dean, as appropriate, for consideration.

Chair, Director and/or Dean

4. Decides whether to endorse, return or not endorse the request.
PROCEDURE

Action by:  Action:

a. If request is endorsed, Chair, Director and/or Dean signs request form and returns to Travel Leader.

b. If request needs additional detail, returns unsigned request form to Travel Leader with instructions.

c. If request is not endorsed, returns unsigned request form to Travel Leader with explanation and procedure ends here.

Travel Leader 4. Forwards endorsed, signed request form packet to Director of International Programs and Exchanges.

Director of International Programs and Exchanges and Exec. Director of Center for International Studies 5. Reviews endorsed, signed request form and decides whether to approve, return, or deny the request.

a. If request is approved, both sign request form and return it to Travel Leader.

b. If request needs additional detail, returns unsigned request form to Travel Leader with instructions.

c. If request is denied, returns unsigned request form to Travel Leader with explanation.

NOTE: On a case-by-case basis, other University administrators are invited to evaluate a request because of their position or professional expertise.

Travel Leader 6. If desired, Travel Leader may appeal a decision one time, which begins the procedure again at the beginning.

Director of International Programs and Exchanges 7. Maintains copies of exception requests in departmental office files.